



Part A

Chapter 9

Returning the Corrected Census Bureau-Supplies Materials

- **Returning the Corrected Census Address List and Add Pages**
- **Returning the Corrected Census Bureau Maps**
- **Non-annotated Address List Review Materials**



Chapter 9

Summary

- **Returning the Corrected Census Address List and Add Pages**
After you have completed your review of the Census address list and related maps, you need return only the annotated Census address list pages and Add Pages to your RCC.
- **Returning the Corrected Census Bureau Maps**
Return only the annotated Census Bureau maps.
- **Non-annotated Address List Review Materials**
Destroy all non-annotated Address List Review materials following the guidelines in Chapter 2 of Part A.

Returning the Corrected Census Address List and Add Pages

After you have completed the review of the Census address list, the Census Bureau maps, and have filled in the Add Pages, return all pages and maps with corrections and additions to the Census Bureau's RCC responsible for coordinating Address List Review activities in your area. See Appendix A for a list of RCCs and the states and/or counties they administer.

Sorting and Packaging the Census address list and Add Pages (Note: See Chapter 2, for general guidelines on mailing confidential census materials)

- Separate the Census address list pages with annotations (corrections and deletions) from pages without annotations.
- Make a copy of all pages with corrections, deletions, and additions to keep for your records and to use during the Feedback, Reconciliation, and Appeal processes, if required.
- Bind together the **annotated** pages of the Census address list and the **filled-in** Add Pages.
- Include a cover letter identifying the contents of the package.

Returning the Corrected Census Bureau Maps

When you have completed the review of the Census Bureau maps, return only the **annotated** Census Bureau maps to the RCC responsible for your jurisdiction.

Sorting and Packaging the Census Bureau maps

- Separate the Census Bureau map sheets with annotations from map sheets without annotations.
- Make a copy of all Census Bureau map sheets with annotations to keep for your records and to use during the Feedback, Reconciliation and Appeal processes, if required.
- Organize the annotated Census Bureau map sheets in map sheet number order.

- Fold the maps if there are five or fewer map sheets (four sheets and an index)
Roll the maps and mail them in a mailing tube or box if there are more than five map sheets.

Nonannotated Address List Review Materials

Address List Review materials that do not contain annotations must either be destroyed by the Address List Review official, or mailed to the appropriate RCC for your area. Guidelines for destroying non-annotated materials are located in Chapter 2.